

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **PROGRAM SUPPORT TECHNICIAN SENIOR**

Role Title: Administrative and Office Specialist III

Position #: 01016

Pay Band 3, Level II Hiring Range: \$24,969 - \$35,360 per year

**Closing Date: December 15, 2015**

Excellent opportunity to provide assistance to the Integrated Care and Behavioral Service Division (ICBS). This position coordinates administrative, human resource, and business office support functions for all units of the division. The incumbent is the lead contact for the division for scheduling meetings, event planning, public forums, and stakeholder meetings associated with ICBS programs. Qualified applicants must have experience supporting senior level directors and staff. Requires experience with managing multiple priorities and meeting strict deadlines with minimal supervision. Must demonstrate proficiency using personal computers, including word processing, calendaring, e-mail, and database software applications. Must be able to monitor and control procedures, paperwork, scheduling, and maintaining tracking systems. Excellent interpersonal skills required. Must have experience effectively composing, editing and formatting written communications, as well as demonstrated ability to communicate effectively with diverse populations. Requires demonstrated ability to work independently and as a member of a team. Familiarity with health care communications is a plus. Prefer Associate's or Bachelor's degree or high school graduate with some college coursework in office administration, business administration, or human services field; or equivalent training and experience.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

#### **Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**